

# St. Cloud State University

## Student Organization Fundraising/Philanthropy Checklist

More information can be found in the [Student Organization Guidebook](#)

### **Important Fundraising Guidelines**

- Confirm event/program with outside/community organization you work with.
  - Ensure procedures are followed to comply with organization policies, if applicable.
  - Have information available about the organization/cause for which you are raising funds.
  
- Checks should be made out directly to nonprofit organization in which the funds are being raised (i.e. checks written out to American Red Cross).
  - University cannot provide Student Organizations with a tax deductible receipt.
  
- All cash donations from any event or program should be processed by the end of that business day. For evening and or weekend events, or multiple day events, cash should be placed in the safe in Atwood.
  - A cash box can be checked out through Atwood Memorial Center- Information Desk.
  
- Use secure online sites for fundraiser especially if one can be provided directly from the nonprofit organization (i.e. Relay for Life online donation pages through the American Cancer Society).
  
- All fundraised monies should be delivered to nonprofit organization within 10 business days of the event.
  
- If there are multiple functions included in your event (i.e. free will donations, silent auction, live auction, etc.) communicate with the nonprofit organization to see if they have regulations on reporting for these different type of activities/donations.
  
- Keep list of donors (i.e. name, email) throughout the fundraiser/philanthropy. Whether they donate by check, cash, or card. This will help you know the number of people who donated/participated.

### **Other helpful things to know**

- Keep records of event and what you did to pass along to next officer
- Hold a debriefing session to reflect on the event and determine any future adjustments or change needed
- Be specific in what you are asking for, (i.e. if you are asking for donations to a certain cause make sure they know what the cause is and what it will benefit, if you are asking for donated items make sure to communicate what the items will be used for, etc.)
- It is recommended that you have two people count the money and verify the transactions.

## Fundraising Examples

- Bake sales in designated areas only. (<http://www.stcloudstate.edu/atwood/about/policies/food-beverage.aspx>)
- Any food sales must be coordinated and approved by Chartwells.
- National Hockey Center Clean Up, call 320-308-3327
- Fundraising with [The Underground](#) in Atwood Memorial Center, email [atwoodga@stcloudstate.edu](mailto:atwoodga@stcloudstate.edu)
- Cookout events on the Atwood Mall, reserve space through Atwood Memorial Center
- Local businesses that offer fundraiser opportunities (Panera Bread, Buffalo Wild Wings, Marcus Theatre Card sales, Noodles and Company)
- Sale of items that are hand crafted by members of the organization
- Sale of products with values-added such as flower delivery or candy sales on Valentine's Day
- Prize drawings are permitted only when tickets/chances are given away. Voluntary donations may be accepted but cannot be required in order to have a chance to win a prize. Raffles are not permitted. A raffle is the sale of a chance to win a prize.
- Gambling is not permitted on campus. Simulated gambling events may be held and voluntary donations may be collected. No purchase or donation shall be necessary for admission. The chance to win a prize must be completely random and independent from the results of any game. For questions about gambling or prize drawings refer to the [Student Organization Guidebook](#) or contact the Department of the Campus Involvement Student Organization support staff.